

**MOBILIZATION FORM
INSTRUCTIONS**

**PERSONAL EXPENSE CLAIM / FIRE JURISDICTION EXPENSE INVOICE
FORM 3-2**

Form Use:

This form is to be used for personal or fire jurisdiction expenses such as the cost of telephone usage, meals, lodging, and equipment replacement.

Completing Form:

- Fill in the boxes with the information requested.
- Use N/A for those not applicable.
- In the "No." box for meals indicate the total number of meals purchased.

No.	Meal	Names of those meals purchased for:	Cost
3	Breakfast	Rogers, Jones, Smith	\$ 9.75
2	Lunch	Rogers, Jones	\$ 12.50
2	Dinner	Rogers, Jones	\$ 17.20

- In the "No." box for lodging, indicate the total number of rooms.

No.	Room Rate - No Tax	Hotel:	Room for:	Cost with Tax
1	\$ 54.00	West Coast	Rogers	\$ 58.97
2	\$ 54.00	Last One Inn	Smith, Jones	\$ 117.94

(This shows where one room was obtained at one hotel and 2 rooms at another hotel.)

- Use one form per resource number assigned to an event.
- If the costs incurred cover more than one event it is the responsibility of the person/jurisdiction seeking reimbursement to break out the cost per event.
- Do not consolidate costs from more than one event.
- If the costs involve personnel assigned two separate resource numbers, the costs will need to be separated.

Damaged Equipment Replacement:

- Include a copy of MOBE 9-2 for damaged equipment replacement.
- If form 9-2 is not attached the claim will not be processed.
- Include a receipt / invoice for damaged equipment, e.g., hose replacement.

OTHER: Damaged/Loss Equipment: (Attach receipts and Mobe 9-2 for equipment replacement.)	Cost
1) 100 foot 1" Forestry Hose	\$ 200.50

Return the completed form within 45 days of the event.

**EMERGENCY MOBILIZATION SECTION
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